



ERIE COUNTY CIVIL SERVICE OPPORTUNITIES

OPEN TO THE PUBLIC

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Please refer to our internet address at: www.erie.gov

A NON-REFUNDABLE \$10.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)

PROBATION OFFICER – TRAINEE (SPANISH SPEAKING)

NO. 67-333

\$33,916 - \$44,576

NOTICE: Erie County no longer maintains a file of applicant transcripts. Exam applicants must be prepared to provide documentation of educational qualifications (transcript, diploma, etc.) to the hiring agency prior to appointment. Documentation may also be submitted with the exam application.

RESIDENCE REQUIREMENTS: CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ERIE COUNTY FOR AT LEAST FOUR MONTHS IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND MUST BE LEGAL RESIDENTS OF ERIE COUNTY AT THE TIME OF APPOINTMENT. At present there are two vacancies.

List Certification – Candidates who are successful in this examination will be certified at the trainee level. Persons appointed at the trainee level will be advanced to Probation Officer without further examination upon satisfactory completion of the applicable traineeship period.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following requirements on or before **July 7, 2004:**

- a. Possession of a Bachelor's Degree from a regionally accredited or New York State registered four year college or university, with at least 30 semester credit hours in Education, Criminal Justice, or Social Work or in the social or behavioral sciences*; **(Enclose transcript with application)**
- OR
- b. A Master's Degree from a recognized college or university with a major in one of the following fields; Education, Correction Treatment, Sociology, Psychology, Law, Criminal Justice or Social Work. **(Enclose transcript with application)**

*Social or behavioral sciences are psychology, sociology, political science, or anthropology.

SPECIAL REQUIREMENT: Must be able to converse fluently in Spanish as spoken in the Buffalo Metropolitan area.

NOTE: 1. Appointees must complete satisfactorily two years of service as a Probation Officer Trainee (Spanish Speaking). They will then be advanced to Probation Officer (Spanish Speaking) without further examination. Candidates who have previous experience as a Probation Officer or Probation Officer Trainee may be advanced to Probation Officer when they possess the equivalent of the two-year traineeship. 2. For candidates who qualify for Probation Officer Trainee with the Bachelor's Degree, possession of a Master's Degree in Education, Correction Treatment, Sociology, Psychology, Law, Criminal Justice or Social Work may be substituted for one year of the required two year traineeship. 3. Prior to completion of the first year of the traineeship, candidates must successfully complete the basic fundamental course for probation officers, peace officer training course and qualify to carry a firearm. Participation in these courses will be arranged by the Probation Department.

NOTE: 1. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting the experience requirements. 2. Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of "D" or better is necessary for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

A medical examination may be required before appointment.

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED
TO RECEIVE ADDITIONAL POINTS. (See application for more information.)

NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE

EXAMINATION DATE

F E B R U A R Y 7, 2004

SEE REVERSE SIDE

APPLICATIONS MUST BE
POSTMARKED BY

D E C E M B E R 31,
2003

DUTIES: A *Probation Officer Trainee (Spanish Speaking)* assists in the collection and analysis of social and legal history data, and in preparing investigation reports concerning cases pending in the courts; helps to supervise probationers by counseling, and by otherwise assisting them in maintaining lawful behavior in the community; helps to maintain appropriate case records of persons under probation supervision; makes home visits and other community contacts to assist in monitoring and adherence to conditions of probation; helps in establishing and maintaining contact with persons and organizations which may provide necessary resources for individuals serviced by the agency; may assist in counseling persons under court order to pay family support when referred by collection unit; attends on-the-job and special training sessions and participates in conferences and regular staff meetings; studies and reviews literature and other appropriate materials related to probation, criminal justice, and social work to systematically acquire essential knowledge of the profession.

SUBJECT OF EXAMINATION: This examination will consist of two parts: 1. A weighted written test; and 2. A qualifying Spanish language oral test.

THE QUALIFYING SPANISH LANGUAGE ORAL TEST is designed to evaluate the candidate's proficiency in the Spanish language, at the level appropriate for the position(s) being filled. Only a sufficient number of candidates needed to fill the present vacancy will be called to take part in this qualifying portion of the examination. As additional vacancies occur, other candidates who were successful on the written portion of the examination will be invited to take the qualifying oral test. Candidates must pass both parts of this examination in order to be eligible for appointment. A level 2 proficiency in the above language is required to pass this qualifying oral test.

The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **ESTABLISHING AND MAINTAINING WORKING RELATIONSHIPS WITH DEFENDANTS/RESPONDENTS AND PROBATIONERS** – Questions present descriptions of situations typically encountered in working with clients in such areas as obtaining information from clients and exploring clients' social, psychological or legal problems. Candidates will be required to choose the best analysis of, solution to, or approach for handling the problem described. In addition, some questions may test for understanding of correct reasons, arguments or factors regarding typical concepts encountered in working with clients.
2. **PREPARING WRITTEN MATERIAL** – These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensibly. Some questions present pairs of sentences and require you to choose the sentence with correct grammar, usage, punctuation, or sentence structure. Others present paragraphs with their sentences out of order and require you to choose, from four suggestions, the best order for the sentences.

The New York State Department of Civil Service has published a Study Guide intended for candidate preparation use for this particular examination. This Study Guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test. The New York State Department of Civil Service is making a copy of this Study Guide and other related information available on its Website at www.cs.state.ny.us/msd/map.html. In addition, a copy of this Study Guide can also be obtained at Erie County Personnel Department, 95 Franklin Street, Buffalo, Room 604 OR you may obtain a copy by sending a stamped, self-addressed envelope (size required to accommodate the guide – manila 10" x 13") to the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY 14202.

NOTICE TO CANDIDATES: Unless otherwise noted, candidates are permitted to use quiet, hand held, solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)
(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)

INFORMATION FOR CANDIDATES

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin St., Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

Mail your application form when completed to the Erie County Department of Personnel, 95 Franklin St., Buffalo, NY 14202.

Candidates who submit incomplete applications and documentation may be disqualified. The Erie County Department of Personnel reserves the right to reject for lateness or to accept applications filed after the advertised filing period.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify

additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE. If you have applied for any other Civil Service exams for employment with New York State or any other local government jurisdiction, you must make arrangement to take all the exams at one test site.

If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518)457-7022 no later than two weeks before the test date.

If you have applied for other local government exams, call or write each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than three weeks before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the which you wish to take your exam(s). For this exam call (716)858-7509 or write Erie Co. Personnel Dept., 95 Franklin St, Buffalo, NY 14202.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

RATINGS REQUIRED: Tests are rated on a scale of 100 with a passing mark at 70. Unless the announcement states otherwise, you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to verify information contained on the application.

Verifiable part-time and/or volunteer experience may be pro-rated toward meeting full-time experience requirements.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

In accordance with State Law, Governor's Executive Order 6, and Section 504 of the Federal Rehabilitation Act of 1973, as amended the County of Erie does not discriminate against handicapped persons in access to employment, during employment, or in any of its programs and activities.

ELIGIBLE LIST: The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate. Eligible lists are active for a minimum of one year and a maximum of four years from the date established.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Applicants may be required to pay a fee for the investigation.

NOTE: Fingerprints are sometimes required at the time of appointment. When they are required, the fee involved must be paid by the appointee.

****IMPORTANT APPLICATION FEE - READ CAREFULLY****

A \$10 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

This examination is prepared and rated by the New York State Department of Civil Service, and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.